



STATE OF MICHIGAN
**Department of
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Memo

To: Quarterly Certification Process Reviewers and Certifiers Date: May 24, 2012
From: Susan Kangas
Chief Financial Officer
Subject: Accounting Division's Quarterly Certification and Training Webinar

The Accounting Division is hosting a quarterly certification and training webinar to provide guidance for completing the quarterly certification process. Business and program areas within the department are expected to verify that:

1. The Payment Authorization Listing (PAL), which is the approval amount for individuals who approve payments, is correct
2. The Journal Voucher Authorization Listing (JVAL), which is the ability to move expenditures between account coding structures, is correct, and
3. That each responsible area is reviewing and reconciling their Michigan Administrative Information Network (MAIN) Responsibility Access Program (RAP) financial reports on a monthly basis.

You may participate in the webinar either on Tuesday June 5, 2012, or Tuesday, June 19, 2012. There will be two parts each day. Part 1: "Quarterly/Monthly Certification of Internal Control Procedures" from 9 a.m. – 10:30 a.m., and Part 2: "Review and Reconciliation of the MAIN RAP Reports" from 11 a.m. to noon.

To participate please:

Step 1: Access the webinar URL at: <http://midhs.adobeconnect.com/accounting/>.

Step 2: Choose "Enter as a Guest".

Step 3: Sign your name and click on "enter room".

Name

For the audio portion, please dial 1-888-850-4523, with the passcode of 981733.

If you have any further questions, please contact Steven Swinton, Office of Professional Development, at SwintonS2@Michigan.gov or Jean Ramsey, Accounting Division at RamseyJ@Michigan.gov.

Thank you.